



SHERWOOD CITY COUNCIL MINUTES
Annual Strategic Planning-Goal Setting
Police Facility - 20495 SW Borchers, Sherwood, Oregon
January 7, 2012

CITY COUNCIL WORK SESSION

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 8:35 am.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Councilors Bill Butterfield, Robyn Folsom, Matt Langer, Krisanna Clark and Linda Henderson. Council President Dave Grant arrived at 8:43 am.
3. **STAFF PRESENT:** City Manager Pro Tem Tom Pessemier, Public Works Director Craig Sheldon, Finance Director Craig Gibbons, Community Services Director Kristen Switzer, Police Chief Jeff Groth, Economic Development Manager Tom Nelson, IT Director Brad Crawford, Human Resource Manager Anna Lee, Planning Manager Julia Hajduk and City Recorder Sylvia Murphy.
4. **TOPICS DISCUSSED:**
 - A. **Waldron HR Consultants.** Mayor Mays introduced Heather Gentz and Jeremy Parks from Waldron HR. Heather briefed the Council on the draft City Manager recruitment profile document (see record, Exhibit A) and explained the recruitment process. Discussion followed with Council members providing feedback on minor scrivener error's and profile content. Discussion occurred regarding salary and benefits. Waldron to provide a final document to the Council the week of January 9th.
 - B. **Council 2012 Strategic Planning.** City Manager Pro Tem Tom Pessemier briefed the Council on the meeting overview and reviewed the meeting agenda. Council members were provided with a report (see record, Exhibit B) showing an overview of each City department, and each department lead provided a recap of their department report.

Public Works: Public Works Director Craig Sheldon recapped the following sections of the department report;

 - Essential Services and Other Services – Craig provided an overview of listed essential services. Discussion occurred regarding portable restrooms in public areas, cost associated with this service, park levy and an opportunity to build permanent facilities. Staff to provide Council with estimated cost comparisons of portable restrooms verses permanent facilities.
 - Additional 2012 Services – Craig briefed the Council on testing of water system meters, he provided information on purpose of testing. Discussion occurred regarding necessity, benefits and cost.
 - Goals for 2012 – Craig explained goals for 2012 and cost estimates of various items listed. Discussion occurred regarding asset depreciation fund and replacement of the turf soccer field at

Snyder Park. Discussion occurred regarding continued discussions of this topic at the Budget Committee level. Craig informed the Council of street sweeping services and a possible opportunity with utilizing Clean Water Services to provide this service.

- Goals for next 5 years – Craig recapped items listed and discussion occurred regarding AMR for water meters (automatic meter reading), Mayor Mays suggested a future work session on this topic. Tom Pessemier informed the Council of possible federal grant opportunities for AMR and said staff was looking into these opportunities.
- Questions for Council – 1) Craig recapped questions for Council and discussion occurred regarding the City's use of deicer (Mag Chloride), cost and environmental concerns. Staff informed Council there were no environmental concerns as the City must meet federal requirements. 2) Mayor Mays commented regarding paperless utility billing and opportunities to provide incentives, discussion occurred regarding incentives, cost savings of a paperless system and educating the public on paperless services. 3) Discussion occurred regarding Street Tree Trimming Program and initial cost, funding through general fund or street fund. No objections were received by the Council in regards to this program. Council discussion occurred regarding notifying the property owner of requirements. Staff offered to look at utility billing for opportunities for a payment program, scope of program and cost of implementation. Discussion occurred regarding utilizing the Sherwood Archer and other means of noticing the public to allow for educating and noticing. 4) Craig explained "purchasing green" and Council discussion occurred regarding it needing to make sense and provided comments that technology "isn't there yet". Staff to look at purchasing green on a fiscal basis. 5) Craig asked regarding open space maintenance and if Council wanted staff to explore options or continue to be complaint driven. Discussion occurred regarding utilizing volunteers, getting rid of invasive species and leaving natural areas "natural". Craig explained Clean Water Services plan to work on projects. Discussion occurred regarding maintenance costs and opportunities to partner with R2R for maintenance and a possible future work session discussion on this topic.
- Tom Pessemier asked for Council feedback on the presentation of the Public Works Department. Council President Grant asked regarding an "asset depreciation fund" and Tom suggested a future discussion at the Budget Committee level. Councilor Butterfield stated he wanted to ensure we are operating within budget and said he believed Craig Sheldon was doing well in managing the department. Councilor Clark provided comments regarding how nice Sherwood parks are and said people come to Sherwood to use our parks.

Break: Council took a break 10:00-10:10am, Councilor Henderson left at this time and stated she would return later.

Community Development Division - Planning Manager Julia Hajduk provided this report and recapped;

- Essential Services and Other Services.
- Additional 2012 Services and Tom Pessemier informed the Council that staff would be looking at establishing a plan for managing Contract Services.
- Julia recapped Goals for 2012 and Council discussion occurred regarding a future work session to discuss the Town Center Plan. Mayor Mays explained MSTIP funds and the County's 3D Plan for improvements, he explained MPAC and JPAC meetings and the importance of Sherwood participating in these meetings as well as other regional meetings.
- Julia recapped Goals for Next 5 Years and Council discussion occurred regarding underground water quality ponds and detention ponds. Staff offered to continue discussions in work session.

Discussion occurred regarding annexations and major road improvements and scheduling a work session to continue discussions.

Julia recapped Questions for Council and asked for feedback. Discussion occurred regarding Council concerns of growth and balancing commercial and residential growth and discussion occurred regarding the Tonquin Area. Comments were received regarding Sherwood being heavy on residential and needing to focus on commercial and industrial. Discussion occurred regarding failure of Brookman Area annexation and providing for an opportunity to be in control of development. Discussion occurred regarding Code Clean-up and a Town Center Plan and staff getting more public input and public engagement. Council comments were received regarding staff doing a good job. Discussion occurred regarding minimizing development barriers where sensible and minimizing conflicts. Discussion occurred regarding accessibility barriers in Sherwood, freeing up land, Oregon Street and Tualatin-Sherwood Road improvements, high development fees, expense of land and providing quality in Sherwood.

Council comments were received regarding scheduling a work session to discuss economic development.

Economic Development – Economic Development Manager Tom Nelson provided this report and recapped;

- **Essential Services.** Tom explained Economic Development Services and benefits and recapped projects. He informed of staff and Mayor's involvement in Greater Portland Inc., explained Oregon Prospector.com, explained Regional Partners and involvement of MTAC and benefits to the Sherwood area.
- **Other Services and Additional 2012 Services, Goals for 2012.** Tom recapped and informed Council of alley way development in Sherwood. He informed Council the HUD Grant sought by staff was not received. He informed Council Capstone Partners was looking to begin the residential portion of the Cannery Project in Spring 2012. He informed of the property on Main which was recently purchased and explained future construction and engineering.
- Tom recapped Goals for Next 5 Years.
- Tom sought Council/URA Board member feedback on Questions. 1) Regarding Tonquin area being brought into the URD boundaries, Mayor Mays stated more information was needed and currently doesn't see the value. 2) Discussion occurred regarding closing the URD in 6-9 years and opening another one. Tom explained changing boundaries to allow for growth and allowing for financing. 3) Discussion occurred regarding continued support of BOOTS (Businesses of Old Town) and how further discussion in work session was needed. 4) Tom asked if he should continue to focus on retention, expansion and recruitment of businesses, Council confirmed yes. 5) Tom asked if his department was meeting expectations. Comments were received regarding more education is needed on maximum indebtedness, and starting up another URD and an explanation as to why this is best for Sherwood's future. Comments were received regarding Council's appreciation of community involvement, what has been accomplished with maximum indebtedness, what worked well and what didn't work to increase economic development.

NOTE: Councilor Henderson returned at 11:40am

Break: Council took a lunch break at 11:45am and reconvened at 12:12pm.

Community Services Division – Community Services Director Kristen Switzer provided the report and recapped;

- Essential Services - Council Discussion occurred regarding management of Senior Center operations and transitioning of tasks to City operations.
- Other Services were explained and discussion followed. Kristen informed the Council that staff was looking at having other groups oversee Movies in the Park as possible fundraisers.
- Kristen recapped Additional 2012 Services and Goals for 2012. Discussion occurred regarding Community Center needs. Mayor Mays asked in regards to RFID (Radio Frequency Identification) Program and cost and revenue losses associated with the program. Kristen explained WCCLS hopes to have a team assembled to come out and do most of the work. Kristen explained the project scope, sensors and said more information on cost is forthcoming.
- Kristen recapped 5 Year Goals and provided comments regarding a Special District, Mayor Mays replied he was not supportive of Special Districts and explained. Discussion occurred regarding options for Sherwood library and operating levies.
- Kristen recapped Questions for Council and discussion occurred regarding 1) the future of the Community Center, needs to operate, opportunities for grants, utilizing volunteers and marketing. Discussion occurred regarding budgeting in 2012-13 for the Community Center and comments were received about this not being feasible at this time, booking of rentals by spring and a possible need for a supplemental budget. 2) Discussion occurred regarding expectations of Council and comments were received regarding groups being able to manage some of the programming and management of events. Discussion occurred regarding the Volunteer Coordinator position and summer events. 3) Discussion occurred regarding the future of the Field House and having future conversations in 2013-14 with the ongoing development of the cannery project.

Public Safety Division – Police Chief Jeff Groth provided this report and recapped,

- Essential Services, Other Services and Additional 2012 Services. Discussion occurred regarding leveraging K9/Narcotics with other jurisdictions and Chief Groth explained the need of the program and the need for the Sherwood School District to be supportive of the program. Chief Groth explained the challenges of the Accreditation Program and management of, as well as the benefits.

NOTE: Councilor Henderson left the meeting at 12:55pm.

- Chief Groth recapped Goals for 2012 and Goals for Next 5 Years. Discussion occurred regarding community development and commercial-retail development being a drain on public safety services in comparison to residential development.
- Chief Groth addressed Questions for Council and asked if overall police response/presence was adequate for the community, discussion occurred and Council response was yes. Discussion followed regarding service being adequate, officer interaction with youth and community. Council comments were received regarding Council members seeing a reduction of police presence in school zones. Discussion occurred regarding the number of officers on duty, response time to calls and priority of calls and types of calls. Discussion occurred regarding possible use of the Volunteer Coordinator and creation of a Community Watch Program. Discussion occurred regarding issues of drug and alcohol abuse by youth and general school issues and concerns.

Break: Council took a break at 2:10 and reconvened at 2:20pm.

Administration Division – City Recorder/Finance/Human Resources/IT

City Manager Pro Tem Tom Pessemier provided this report and recapped Essential Services, Other Services, Additional 2012 Services, Goals for 2012 and Goals for Next 5 Years.

Discussion occurred regarding Financial Software Analysis.

Tom addressed Questions for Council and discussion occurred regarding 1) what improvements can be made to the budget process with citizen members of the budget committee. 2) Staff asked if they were meeting Council expectations. Comments were received that staff was providing good budget information and explaining it well and the additional meetings were beneficial and helped to build relationships. 3) Staff asked if free WiFi access should be increased and if so what funding source should be utilized, General Fund or Sherwood Broadband. Brad Crawford, IT Director informed the Council the City could add Hotspots with current Sherwood Broadband. Hotspots could be added to Snyder Park, Stella Olsen Park, Woodhaven Park, with cost of approximately \$1500-\$2000 for each spot. Council discussion followed and Council supported Hotspots in Parks and the Cannery Plaza. 4) Staff asked regarding improvements to the City website. Discussion followed regarding Mobile face with and for iPhones and iPads, the Events page, having more easily accessible information with possible scrolling features, posting community events as marketing tool, comments were received from Mayor Mays regarding limiting to government events. Comments were received regarding have scrolling information on the cable access channel, with possibly advertising websites for events or other groups. Staff provided comments regarding staffing needs to provide additional services.

Tom Pessemier stated the next Council Goal Setting work session was scheduled for Saturday, January 21st at Sherwood City Hall.

Council President Grant commented regarding the meeting format and "Other Services" listed by staff and the Council's need to review these services.

5. ADJOURN: Meeting was adjourned at 2:55pm.

Submitted by:


Sylvia Murphy, CMC, City Recorder


Keith S. Mays, Mayor